



Fifth Avenue Committee
Our Community. Our Future.

JOB POSTING
Tenant Social Services Coordinator

Unit: Asset and Property Management
Status: Exempt

Employee Type: Full-Time, 35 hours

Fifth Avenue Committee, Inc. (FAC) is a nationally recognized South Brooklyn based, non-profit community development corporation and NeighborWorks America and Hispanic Federation member formed in 1978 whose mission is to advance economic, social, and racial justice through integrated, community-centered affordable housing, grassroots organizing, policy advocacy and transformative education, training and services that build the power to shape our community's future. FAC works to transform the lives of thousands of low- and moderate-income New Yorkers annually so that we can all live with dignity and respect while making our community more equitable, sustainable, inclusive and just.

To achieve our mission, FAC develops and manages affordable housing and community facilities, creates economic opportunities and ensures access to economic stability, organizes tenants and residents around issues of housing, environmental justice and accountable development, and provides student centered adult education. In addition to our grassroots neighborhood work, we are actively involved in broader coalitions and campaigns.

FAC seeks a Tenant Social Services Coordinator for a newly created position in our Asset and Property Management Unit, to provide and manage services for residents of FAC's growing affordable housing rental portfolio, across multiple buildings in Brooklyn. FAC manages over 600 units of affordable housing in multiple neighborhoods in Brooklyn, with approximately 140 units set aside for formerly homeless individuals with no on-site services who would be targeted for social services and an approximate 210 additional units being in supportive or senior housing with on-site social services provided by partners. Our tenants include individuals and families who are formerly homeless, mentally ill, survivors of domestic abuse, have histories of substance abuse, or who have criminal justice involvement. These tenants often need support from a variety of services to help them maintain their housing stability. The Tenant Social Services Coordinator will lead our work to provide tenants with the high quality, attentive support they need to remain stably housed, be self-sufficient, and meet their goals related to health, education and employment.

Responsibilities include:

- Provide comprehensive case management services to residents of FAC's affordable housing projects who are in need of support to maintain housing stability. Conduct needs assessments, and work with residents to develop and regularly update individualized service plans.
- Hire, train and supervise Case Manager and interns.
- Manage on-site social service providers of FAC's supportive and senior housing buildings.
- Ensure current and accurate case records with all required documentation.
- Communicate regularly with FAC and affiliate program staff and with partnering external organizations to ensure strong service and referral relationships to help FAC tenants access public benefits screening and enrollment services, financial coaching, employment, educational, mental health and substance abuse treatment services, and family and senior supports.
- Manage social service contract(s) including preparation of accurate and timely reports, to comply with funder requirements.
- Other duties as assigned.

Qualifications:

- Master's degree in social work required, LMSW preferred
- Minimum 3-5 years relevant experience in providing case management, supervision, and working in low- and moderate-income New York City communities required with preference for relevant experience in housing settings
- Demonstrated commitment to FAC's mission and serving Low- and moderate-income communities
- Excellent interpersonal, listening, written, and verbal communication skills
- SIFI certification preferred
- Bilingual English-Spanish preferred

Compensation & Benefits: \$65-75K annual salary range, commensurate with experience. FAC offers a comprehensive benefits package including health and dental insurance (following a 60-day waiting period), life insurance, retirement savings plan, flexible spending, 12 paid holidays and 18 paid vacation days. Eligible full-time staff can also apply to telecommute up to 2 days per week.

To Apply:

E-mail cover letter with resume and salary requirements with "Tenant Social Services Coordinator" in the subject line to jobs@fifthave.org by 3/17/23:

Fifth Avenue Committee, Inc.
Attn: Tenant Social Services Coordinator
621 DeGraw Street
Brooklyn NY 11217
jobs@fifthave.org

Please, no phone calls!

***FAC is an equal opportunity employer (EEO).
People of color, community residents and women are strongly encouraged to apply.***